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REGISTER OF WAGE DETERMINATIONS UNDER	U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT	EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor	WAGE AND HOUR DIVISION
	WASHINGTON D.C. 20210

Daniel W. Simms	Division of	Wage Determination No.: 2005-3013
Director	Wage Determinations	Revision No.: 20
		Date Of Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

State: Ohio

Area: Ohio Counties of Carroll, Columbiana, Mahoning, Trumbull

**Fringe Benefits Required Follow the Occupational Listing**		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.01
01012 - Accounting Clerk II		15.76
01013 - Accounting Clerk III		18.29
01020 - Administrative Assistant		21.70
01040 - Court Reporter		19.57
01051 - Data Entry Operator I		11.48
01052 - Data Entry Operator II		13.67
01060 - Dispatcher, Motor Vehicle		19.57
01070 - Document Preparation Clerk		12.05
01090 - Duplicating Machine Operator		12.05
01111 - General Clerk I		12.22
01112 - General Clerk II		13.41
01113 - General Clerk III		14.97
01120 - Housing Referral Assistant		19.94
01141 - Messenger Courier		10.64
01191 - Order Clerk I		12.65
01192 - Order Clerk II		14.05
01261 - Personnel Assistant (Employment) I		16.94
01262 - Personnel Assistant (Employment) II		19.16
01263 - Personnel Assistant (Employment) III		22.37
01270 - Production Control Clerk		20.67
01280 - Receptionist		11.30
01290 - Rental Clerk		14.54
01300 - Scheduler, Maintenance		15.66
01311 - Secretary I		15.66
01312 - Secretary II		17.51
01313 - Secretary III		19.46
01320 - Service Order Dispatcher		15.19
01410 - Supply Technician		21.70
01420 - Survey Worker		19.16

01531	- Travel Clerk I	12.61
01532	- Travel Clerk II	13.54
01533	- Travel Clerk III	14.52
01611	- Word Processor I	14.38
01612	- Word Processor II	16.91
01613	- Word Processor III	19.16
05000	- Automotive Service Occupations	
05005	- Automobile Body Repairer, Fiberglass	20.33
05010	- Automotive Electrician	19.67
05040	- Automotive Glass Installer	18.92
05070	- Automotive Worker	18.92
05110	- Mobile Equipment Servicer	17.27
05130	- Motor Equipment Metal Mechanic	20.33
05160	- Motor Equipment Metal Worker	18.92
05190	- Motor Vehicle Mechanic	20.33
05220	- Motor Vehicle Mechanic Helper	16.50
05250	- Motor Vehicle Upholstery Worker	18.07
05280	- Motor Vehicle Wrecker	18.92
05310	- Painter, Automotive	19.67
05340	- Radiator Repair Specialist	18.92
05370	- Tire Repairer	15.89
05400	- Transmission Repair Specialist	20.33
07000	- Food Preparation And Service Occupations	
07010	- Baker	13.13
07041	- Cook I	11.57
07042	- Cook II	13.13
07070	- Dishwasher	9.08
07130	- Food Service Worker	9.08
07210	- Meat Cutter	13.63
07260	- Waiter/Waitress	9.72
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	18.73
09040	- Furniture Handler	13.89
09080	- Furniture Refinisher	18.73
09090	- Furniture Refinisher Helper	15.71
09110	- Furniture Repairer, Minor	17.22
09130	- Upholsterer	18.73
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	12.06
11060	- Elevator Operator	10.82
11090	- Gardener	13.52
11122	- Housekeeping Aide	11.46
11150	- Janitor	11.46
11210	- Laborer, Grounds Maintenance	11.43
11240	- Maid or Houseman	9.30
11260	- Pruner	11.06
11270	- Tractor Operator	13.39
11330	- Trail Maintenance Worker	11.43
11360	- Window Cleaner	12.55
12000	- Health Occupations	
12010	- Ambulance Driver	13.76
12011	- Breath Alcohol Technician	16.24
12012	- Certified Occupational Therapist Assistant	23.08
12015	- Certified Physical Therapist Assistant	22.95
12020	- Dental Assistant	16.21
12025	- Dental Hygienist	25.55
12030	- EKG Technician	25.38
12035	- Electroneurodiagnostic Technologist	25.38
12040	- Emergency Medical Technician	13.81
12071	- Licensed Practical Nurse I	14.97
12072	- Licensed Practical Nurse II	16.74
12073	- Licensed Practical Nurse III	18.67

12100 - Medical Assistant	14.31
12130 - Medical Laboratory Technician	16.32
12160 - Medical Record Clerk	13.19
12190 - Medical Record Technician	16.38
12195 - Medical Transcriptionist	13.70
12210 - Nuclear Medicine Technologist	29.62
12221 - Nursing Assistant I	8.85
12222 - Nursing Assistant II	9.95
12223 - Nursing Assistant III	10.86
12224 - Nursing Assistant IV	12.18
12235 - Optical Dispenser	16.56
12236 - Optical Technician	14.38
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	14.07
12305 - Radiologic Technologist	23.39
12311 - Registered Nurse I	22.07
12312 - Registered Nurse II	27.00
12313 - Registered Nurse II, Specialist	27.00
12314 - Registered Nurse III	32.66
12315 - Registered Nurse III, Anesthetist	32.66
12316 - Registered Nurse IV	39.15
12317 - Scheduler (Drug and Alcohol Testing)	20.75
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.87
13012 - Exhibits Specialist II	22.15
13013 - Exhibits Specialist III	27.09
13041 - Illustrator I	17.87
13042 - Illustrator II	22.15
13043 - Illustrator III	27.09
13047 - Librarian	24.52
13050 - Library Aide/Clerk	12.65
13054 - Library Information Technology Systems Administrator	22.15
13058 - Library Technician	16.42
13061 - Media Specialist I	15.98
13062 - Media Specialist II	17.87
13063 - Media Specialist III	19.93
13071 - Photographer I	13.48
13072 - Photographer II	17.03
13073 - Photographer III	19.82
13074 - Photographer IV	22.84
13075 - Photographer V	26.61
13110 - Video Teleconference Technician	15.98
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.96
14042 - Computer Operator II	17.84
14043 - Computer Operator III	19.90
14044 - Computer Operator IV	22.10
14045 - Computer Operator V	24.48
14071 - Computer Programmer I	(see 1) 22.56
14072 - Computer Programmer II	(see 1) 27.62
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.96
14160 - Personal Computer Support Technician	22.10
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.85
15020 - Aircrew Training Devices Instructor (Rated)	34.88
15030 - Air Crew Training Devices Instructor (Pilot)	41.83

15050 - Computer Based Training Specialist / Instructor	28.85
15060 - Educational Technologist	28.30
15070 - Flight Instructor (Pilot)	41.83
15080 - Graphic Artist	22.27
15090 - Technical Instructor	20.47
15095 - Technical Instructor/Course Developer	22.27
15110 - Test Proctor	17.57
15120 - Tutor	17.57
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.38
16030 - Counter Attendant	9.38
16040 - Dry Cleaner	11.71
16070 - Finisher, Flatwork, Machine	9.38
16090 - Presser, Hand	9.38
16110 - Presser, Machine, Drycleaning	9.38
16130 - Presser, Machine, Shirts	9.38
16160 - Presser, Machine, Wearing Apparel, Laundry	9.38
16190 - Sewing Machine Operator	12.46
16220 - Tailor	13.23
16250 - Washer, Machine	10.15
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	22.51
19040 - Tool And Die Maker	25.76
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	19.21
21030 - Material Coordinator	19.93
21040 - Material Expediter	19.93
21050 - Material Handling Laborer	13.65
21071 - Order Filler	14.51
21080 - Production Line Worker (Food Processing)	19.21
21110 - Shipping Packer	14.51
21130 - Shipping/Receiving Clerk	14.51
21140 - Store Worker I	14.35
21150 - Stock Clerk	18.82
21210 - Tools And Parts Attendant	19.21
21410 - Warehouse Specialist	19.21
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.84
23021 - Aircraft Mechanic I	25.74
23022 - Aircraft Mechanic II	26.84
23023 - Aircraft Mechanic III	27.81
23040 - Aircraft Mechanic Helper	20.56
23050 - Aircraft, Painter	24.69
23060 - Aircraft Servicer	23.16
23080 - Aircraft Worker	24.27
23110 - Appliance Mechanic	20.60
23120 - Bicycle Repairer	17.48
23125 - Cable Splicer	28.12
23130 - Carpenter, Maintenance	20.54
23140 - Carpet Layer	22.43
23160 - Electrician, Maintenance	24.84
23181 - Electronics Technician Maintenance I	22.61
23182 - Electronics Technician Maintenance II	23.80
23183 - Electronics Technician Maintenance III	29.45
23260 - Fabric Worker	18.85
23290 - Fire Alarm System Mechanic	21.56
23310 - Fire Extinguisher Repairer	17.73
23311 - Fuel Distribution System Mechanic	24.59
23312 - Fuel Distribution System Operator	19.92
23370 - General Maintenance Worker	19.52
23380 - Ground Support Equipment Mechanic	25.74
23381 - Ground Support Equipment Servicer	23.16

23382 - Ground Support Equipment Worker	24.27
23391 - Gunsmith I	17.73
23392 - Gunsmith II	20.12
23393 - Gunsmith III	21.89
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.37
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	22.28
23430 - Heavy Equipment Mechanic	20.14
23440 - Heavy Equipment Operator	24.25
23460 - Instrument Mechanic	21.99
23465 - Laboratory/Shelter Mechanic	21.17
23470 - Laborer	13.07
23510 - Locksmith	20.54
23530 - Machinery Maintenance Mechanic	29.40
23550 - Machinist, Maintenance	21.37
23580 - Maintenance Trades Helper	16.09
23591 - Metrology Technician I	21.99
23592 - Metrology Technician II	22.79
23593 - Metrology Technician III	23.55
23640 - Millwright	27.53
23710 - Office Appliance Repairer	20.72
23760 - Painter, Maintenance	23.89
23790 - Pipefitter, Maintenance	27.15
23810 - Plumber, Maintenance	24.36
23820 - Pneudraulic Systems Mechanic	21.93
23850 - Rigger	21.89
23870 - Scale Mechanic	20.12
23890 - Sheet-Metal Worker, Maintenance	28.12
23910 - Small Engine Mechanic	19.52
23931 - Telecommunications Mechanic I	25.28
23932 - Telecommunications Mechanic II	26.36
23950 - Telephone Lineman	21.09
23960 - Welder, Combination, Maintenance	21.30
23965 - Well Driller	22.03
23970 - Woodcraft Worker	21.89
23980 - Woodworker	17.20
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.13
24580 - Child Care Center Clerk	13.90
24610 - Chore Aide	9.19
24620 - Family Readiness And Support Services Coordinator	12.19
24630 - Homemaker	15.44
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.94
25040 - Sewage Plant Operator	20.25
25070 - Stationary Engineer	20.94
25190 - Ventilation Equipment Tender	16.59
25210 - Water Treatment Plant Operator	19.97
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.29
27007 - Baggage Inspector	11.62
27008 - Corrections Officer	19.54
27010 - Court Security Officer	19.09
27030 - Detection Dog Handler	17.48
27040 - Detention Officer	19.54
27070 - Firefighter	17.08
27101 - Guard I	11.62
27102 - Guard II	16.95
27131 - Police Officer I	20.76
27132 - Police Officer II	23.04

28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.79
28042 - Carnival Equipment Repairer	11.29
28043 - Carnival Equipment Worker	8.90
28210 - Gate Attendant/Gate Tender	14.38
28310 - Lifeguard	10.92
28350 - Park Attendant (Aide)	16.08
28510 - Recreation Aide/Health Facility Attendant	11.74
28515 - Recreation Specialist	16.98
28630 - Sports Official	12.81
28690 - Swimming Pool Operator	16.22
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.12
29020 - Hatch Tender	20.12
29030 - Line Handler	20.12
29041 - Stevedore I	18.41
29042 - Stevedore II	20.05
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.03
30022 - Archeological Technician II	18.98
30023 - Archeological Technician III	23.57
30030 - Cartographic Technician	26.76
30040 - Civil Engineering Technician	19.99
30061 - Drafter/CAD Operator I	19.30
30062 - Drafter/CAD Operator II	21.59
30063 - Drafter/CAD Operator III	24.08
30064 - Drafter/CAD Operator IV	29.62
30081 - Engineering Technician I	18.89
30082 - Engineering Technician II	21.20
30083 - Engineering Technician III	23.71
30084 - Engineering Technician IV	29.38
30085 - Engineering Technician V	35.94
30086 - Engineering Technician VI	43.48
30090 - Environmental Technician	21.73
30210 - Laboratory Technician	18.74
30240 - Mathematical Technician	26.45
30361 - Paralegal/Legal Assistant I	16.42
30362 - Paralegal/Legal Assistant II	20.94
30363 - Paralegal/Legal Assistant III	25.64
30364 - Paralegal/Legal Assistant IV	31.01
30390 - Photo-Optics Technician	26.27
30461 - Technical Writer I	23.87
30462 - Technical Writer II	29.21
30463 - Technical Writer III	35.36
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	23.77
Surface Programs	
30621 - Weather Observer, Senior (see 2)	26.27
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.70
31030 - Bus Driver	15.59
31043 - Driver Courier	14.81
31260 - Parking and Lot Attendant	10.02
31290 - Shuttle Bus Driver	14.81
31310 - Taxi Driver	10.47

31361 - Truckdriver, Light	14.81
31362 - Truckdriver, Medium	17.78
31363 - Truckdriver, Heavy	18.96
31364 - Truckdriver, Tractor-Trailer	18.96
99000 - Miscellaneous Occupations	
99030 - Cashier	9.26
99050 - Desk Clerk	12.25
99095 - Embalmer	22.74
99251 - Laboratory Animal Caretaker I	11.46
99252 - Laboratory Animal Caretaker II	12.24
99310 - Mortician	29.78
99410 - Pest Controller	17.39
99510 - Photofinishing Worker	14.39
99710 - Recycling Laborer	16.31
99711 - Recycling Specialist	19.10
99730 - Refuse Collector	14.89
99810 - Sales Clerk	12.06
99820 - School Crossing Guard	10.14
99830 - Survey Party Chief	19.34
99831 - Surveying Aide	11.01
99832 - Surveying Technician	17.36
99840 - Vending Machine Attendant	11.76
99841 - Vending Machine Repairer	14.75
99842 - Vending Machine Repairer Helper	11.76

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties

within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

#### \*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:



The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C)(vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.